

# COAST LIFE SUPPORT DISTRICT

P.O. Box 1056, Gualala, CA 95445

Tel: (707) 884-1829 Fax: 884-9119

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## AGENDA

### REGULAR MEETING OF BOARD OF DIRECTORS

>>> 4:30 pm Monday, February 21<sup>st</sup>, 2011 <<<

Bill Platt Training Center

Coast Life Support District Station

38901 Ocean Drive, Gualala, CA 95445

1. Call to Order Kaplan
2. Adoption of the Agenda
3. Minutes Approval
4. Privilege of the Floor – Public Comment
  
5. Old Business – Information or Action
  - Mid-year Budget Update – Information Rice
  - Community Healthcare Working Group Update – Information Kaplan
  - Communications Committee Kaplan
  
6. New Business
  - Urgent Care Update – Guest Presentation Agee
  
7. Reports
  - Board Officers Rice
  - Treasurer Dodds
  - Quality Assurance/Quality Improvement Committee Foster
  - District Administrator Dilks/Bold
  - Staff
  
8. Other
  - General announcements
  
9. Adjournment
  
- Scheduled Board of Director meetings:
  - Monday, March 21<sup>st</sup>, 4:30pm Bill Platt Training Center

COAST LIFE SUPPORT DISTRICT  
Post Office Box 1056 • Gualala, California 95445  
[www.clsd.ca.gov](http://www.clsd.ca.gov)



MINUTES OF THE MEETING OF THE  
BOARD OF DIRECTORS  
February 15, 2011

Call to Order. Meeting held at the Elaine Jacob Center, Gualala. President Kaplan called the meeting to order at 4:30 pm. Present: Kaplan, Schwartz, Rice, Dodds, Klopfer, Hauck & Toedter

Adoption of the Agenda. Director Schwartz moved, Director Dodds second, all ayes.

Approval of January 2011 Board Minutes. Director Schwartz moved, Director Toedter second, all ayes.

Privilege of the Floor: none

Board Discussion: President Kaplan led a discussion among directors on the following topics:

- Mission Statement. Discussed with no changes.
- Financial Issues.
  - Budget Management. Discussed with no changes from current processes.
  - Financial Stability. Discussed with no action, Finance Committee to include this with their budget presentation.
  - Tax Restructuring. To be considered by the Finance Committee as an option for long-term financial stability.
  - AHUC Tax Surplus. No action; may require another board committee to study options.
- Legal Issues.
  - Ethics Training. All directors have completed except Directors Schwartz and Kaplan.
  - Brown Act Compliance. Secretary Hauck will serve as board authority on Brown Act issues.
  - Legal & Fiduciary Responsibility Training. Board will conduct training locally with local assets and not require County Counsel. Secretary

Hauck to gather materials for dissemination to the board.

- Operational Issues.
  - Local 24x7 Emergency Care. Community Healthcare Working Group is addressing.
  - Maintain Staff Excellence & Equipment Quality. QA Committee will serve as reviewing body when required.
- Communication Issues.
  - Community Communication and Transparency
    - § Offsite Board Meetings will continue periodically.
    - § Promotion of CPR & AED Training will continue as part of community outreach.
    - § ICO Articles will be drafted in support of CLSD issues.
  - Committee. A standing Communications Committee is proposed for consideration at the next meeting.

Other:

- General Announcements. None.

Adjournment. Director Dodds moved for adjournment, Director Klopfer second, all ayes. Meeting adjourned the at 6:30 pm.

Minutes approved by:

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Signature

Date

**Coast Life Support District  
District Administrator's Report  
February 21<sup>st</sup>, 2011**

1. Emergency Evacuation Route Maintenance. Sonoma County has severely reduced road maintenance due to extreme budgetary constraints, and identified only a small percentage of critical roads they will focus on for the coming year—150 of the 1382 miles in their system. I contacted Tom O’Kane, Director of Public Works, and he “still considers these routes as an emergency evacuation corridor and will continue to provide services to keep them open in all weather-related situations...we will make repairs to the road to keep it safe and open to the public...”
2. Finance
  - a. Casino. We received a \$2500 donation from the Manchester Band of Pomo Indians as a sign of their goodwill and commitment to supporting essential community services.

/s/

Scott Foster  
District Administrator

## COAST LIFE SUPPORT DISTRICT

Operations Manager's Report  
February 21, 2011

### Deployment / Staffing

ALS (M-120) was staffed 100% and second out BLS (B-121) was staffed 100%. Russian River Fire responded once and was cancelled and Fort Bragg transported one on a rendezvous with B-121. There were 2 third-out activations.

### Facilities

No major repairs pending.

### Vehicles/Equipment

All vehicles and equipment are in service and in good working order. All preventive maintenance is current.

### Communications

Our equipment has been moved from Bluff Top to Zettler (ATT) is complete.

### Community Training

Steve McLaughlin and Nik Epanchin taught a Super Saver CPR course on January 29<sup>th</sup>. We had 17 participants and received many excellent reviews.

American Heart Association announced that publications for the new guidelines will be available by April 1<sup>st</sup>. All instructors will be updated prior.

A new EMT class started February 8<sup>th</sup>.

### TeamHealth Nurse Advice Line: the most recent twelve months.

	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN
Calls	22	17	20	21	25	34	26	25	30	18	39	19
Triaged	14	15	14	14	15	22	17	10	14	9	17	8
ED Now	2	5	3	8	5	7	2	8	4	4	7	3

2/18/2011 7:07:15 AM

Business Manager's Report  
By Terry Bold  
Email: [billing@clsd.ca.gov](mailto:billing@clsd.ca.gov)  
February 21st, 2011

Replenishment vouchers: A replenishment voucher for deposit to the Redwood Credit Union checking account from the Sonoma County FAMIS account for the period January 6<sup>th</sup> – January 27<sup>th</sup>, 2011 in the amount of \$88,147.91 was signed by District Operations Manager, Evan Dilks, on January 27, 2011

Accounts Receivable Report: I have reviewed the January 2011, Accounts Receivable report and find it to be within normally expected parameters.

**Coast Life Support District**  
**Monthly - Call, Write-Off, Aging,**  
**& Account Balance Report**

JANUARY

2011

ALS Transports	17
BLS Transports	4
Dry Runs	16
ALS/BLS Treat & Release	3
Total	40

Gross Accounts Receivable Balance: \$269,218.11

Ambulance Revenue \$83,974.10

Payments Posted: \$49,526.95

## Write-offs

MediCare-Required	\$40,116.80
Medi-Cal Required	\$18,658.42
Collections Agency	
Board Approved Write-Offs/No Estate	
Insurance Write-Off	\$3,224.14
Sliding Scale Adjustment	
Credit Adjustment	\$352.00

**Total Write-Offs for This Month \$62,351.36**

Revenue Adjustment/increase

New Gross Accounts Receivable Balance: \$241,313.90

## Aging Report to

CURRENT	\$67,952.04
31-60 Days	\$81,360.87
61-90 Days	\$29,988.52
91+ Days	\$62,012.47

New Gross Accounts Receivable Balance: **\$241,313.90**

FAMIS ACCOUNT: \$292,627.62

Redwood Credit Union Checking: \$89,856.65

Board Approval: \_\_\_\_\_ (Date)

Secretary: \_\_\_\_\_ (Signature)